BEACON HR/PAYROLL IMPLEMENTATION PROJECT BLUEPRINT WORKSHOP COMPLETION WAVE 1

DOCUMENT HISTORY

Date	Document Revision	Document Revision Description	Document Author
08/17/06	1.0	Initial Submission	Patty Mullane-Chausse

APPROVERS

Approval Date	Approver Name and Role	Approver Signature
	Tom Augustine, Project Manager	
	Lowell, Magee, Program Director	
	Gwen Canady, Chief Deputy	

DELIVERABLE CONTENTS

File Description	Document Type
Workshop Attendees	MDB
Workshop Issues, Action Items, and Resolution Plans	XLS/DOC
Workshop Notes	XLS/DOC
Workshop Presentations	PPT

* Note: All files on enclosed CD

PMO RELEASE AUTHORIZATION

Release Authority: _____ Date: _____

Version#: _____

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1. BLUEPRINT WORKSHOP COMPLETION WAVE 1

The Blueprint Workshop Completion Wave 1 deliverable details the documentation and presentation material used when conducting the workshops. The workshops will be conducted in 3 waves. Upon completion of each wave the State and BearingPoint project managers will assess the status of the activities and workshops and will either signoff that wave or request additional scheduling of workshops in subsequent waves.

1.1. Workshop Descriptions

The purpose of the Design Session was to take the business requirements identified during Phase 1 and construct how the SAP solution will be utilized to manage future State business processes. This purpose was set for all Personnel Administration, Organizational Management, Training & Events, Benefits, Time, Payroll, Integration, and Technical workshops. Reference the Blueprint Workshop Plan & Procedures deliverable for a list of workshops and descriptions.

1.2. Workshop Attendees

The Beacon HR/Payroll Implementation Project Communications Team has established an Access Database to track all invitees, as well as, attendees, by workshop. A copy of the database is located in the T:\Project Office\1 Beacon HR Payroll Enterprise Project\1.2 Business Blueprint\1.2.5.2 Blueprint Workshop Completion Wave 1 folder.

1.3. Workshop Presentations

Presentations were used to conduct the workshops. The presentations used for each workshop have been stored in the T:\Project Office\1 Beacon HR Payroll Enterprise Project\1.2 Business Blueprint\1.2.5.2 Blueprint Workshop Completion Wave 1\Workshop Presentations folder. Team specific notes are located in the team labeled folders, Functional, Integration, and Technical.

1.4. Workshop Notes

A scribe was designated for each workshop that was held. The notes created for each workshop have been stored in the T:\Project Office\1 Beacon HR Payroll Enterprise Project\1.2 Business Blueprint\1.2.5.2 Blueprint Workshop Completion Wave 1\Workshop Notes folder. Team specific notes are located in the team labeled folders, Functional, Integration, and Technical.

1.5. Workshop Decisions

As Wave 2 has developed into a mechanism by which the Beacon HR/Payroll Implementation Project Functional Team will be able to validate information gathered during Wave 1, the decision making processes will begin with Wave 2 results.

1.6. Workshop Issues, Action Items, and Resolution Plans

All items that could not be addressed within the timeframe of each individual workshop were documented. Also, any item identified as "follow-up required" was documented at the time of the workshop and then transferred for tracking. The compilation of the data is stored in the T:\Project Office\1 Beacon HR Payroll Enterprise Project\1.2 Business Blueprint\1.2.5.2 Blueprint Workshop Completion Wave 1\Workshop Issues Action Items and Resolution Plans folder.